

FAMILY PREPAREDNESS CHECKLIST

FAMILY CHECKLIST/FILL IN SECTION

Although deployments and separations are never easy on the family, the hardships involved need not be increased by failure to plan ahead. A carefully prepared and executed pre-deployment check list can save you and your family from giant headaches in the future.

It is very important for you, as a military family, to have in your possession certain documents. Military spouses are often required to take over family matters during the soldier's absence. Therefore, it is important that both of you sit down together to gather the information and documents named in this checklist. You are encouraged to keep originals or copies of all listed documents in a special container that you can find immediately. If you are using a safe deposit box, be sure you check with the bank to see what the regulations are for you to have access to it when your spouse is away.

The following is a list of the items that should be in your storage container.

LOCATION OF STORAGE CONTAINER _____

- MARRIAGE CERTIFICATE
- BIRTH CERTIFICATES OF ALL FAMILY MEMBERS
- SHOT RECORDS UP TO DATE OF ALL FAMILY MEMBERS, INCLUDING PETS
- CITIZENSHIP PAPERS, IF ANY
- ADOPTION PAPERS, IF ANY
- PASSPORT, VISAS, IF ANY
- MILITARY ID CARDS FOR ALL FAMILY MEMBERS, 10 YEARS AND OLDER
- LIFE INSURANCE POLICIES FOR FAMILY MEMBERS, INCLUDING NAME, ADDRESS, AND PHONE NUMBER OF INSURANCE COMPANIES
- POWER OF ATTORNEY DRAWN UP, COPIES PROVIDED
- WILLS FOR BOTH SPOUSES COMPLETED AND FILED, COPIES ON HAND
- ORDERS AT LEAST 10 COPIES OF TDY AND OR PCS ORDERS
- EMERGENCY DATA CARD UPDATED IN MILITARY PERSONNEL RECORD, COPY ON HAND
- COPY OF SGLI AND DD FORM 93 UPDATED
- LIST OF ALL CREDIT CARDS AND ACCOUNT NUMBERS, AND PHONE NUMBERS FOR COMPANIES
- LIST OF ALL BONDS AND STOCKS, NAME AND PHONE NUMBER OF BROKER
- COURT ORDERS RELATING TO DIVORCE, CHILD SUPPORT OR CHILD CUSTODY (IF APPLICABLE)
- REAL ESTATE DOCUMENTS. COPIES OF ALL DOCUMENTS RELATING TO RENT OR OWNERSHIP OF LAND.
- DOCUMENTS RELATING TO LEASE, MORTGAGE, DEED, OR PROMISSORY NOTE
- DEATH CERTIFICATES FOR DECEASED FAMILY MEMBERS
- LAST LES (LEAVE AND EARNING STATEMENT)
- DD FORM 214, DISCHARGE PAPERS AND OTHER DOCUMENTS RELATED TO MILITARY SERVICE RECORDS.
- SOCIAL SECURITY CARDS AND NUMBERS OF ALL FAMILY MEMBERS
- INVENTORY OF HOUSEHOLD GOODS
- TITLES TO ALL AUTOMOBILES, TRUCKS, SNOWMOBILES, TRAILERS, BOATS, ECT.

FAMILY PREPAREDNESS CHECKLIST CONTINUED

- EXTRA SET OF KEYS TO HOUSE, CAR, MAILBOX, ECT
- NEXT OF KIN INFORMED OF RIGHTS, BENEFITS, ASSISTANCE
- FAMILY BUDGET AND BUSINESS ARRANGED
- EMERGENCY SERVICES AVAILABLE EXPLAINED
- NATURE AND LOCATION OF IMPORTANT DOCUMENTS EXPLAINED
- MOVING OF HOUSEHOLD GOODS EXPLAINED
- JOINT CHECKING/SAVINGS ACCOUNTS ARRANGED. LIST OF ACCOUNT NUMBERS AND BANKS
- LOCATION OF RED CROSS, PHONE NUMBER AND OFFICE LOCATION

- LOCATION OF STATE FAMILY PROGRAM COORDINATOR, PHONE, AND OFFICE LOCATION
- LOCATION OF JAG (LEGAL ASSISTANCE), PHONE NUMBER AND OFFICE LOCATION
- CURRENT ADDRESSEES AND PHONE NUMBERS OF ALL MEMBERS OF IMMEDIATE FAMILIES OF BOTH SPOUSES.
- PERSONAL TELEPHONE DIRECTORY UPDATED, IMPORTANT/EMERGENCY PHONE NUMBERS AVAILABLE AT FINGERTIPS
- ALL DOORS AND WINDOWS HAVE GOOD LOCKS
- PROBLEM AREAS WITH CARS, HOUSEHOLD APPLIANCES IDENTIFIED AND RESOLVED.

